



MDHE FORMS
ON-LINE
ORDERING
INSTRUCTIONS

MDHE FORMS ORDERING INSTRUCTIONS

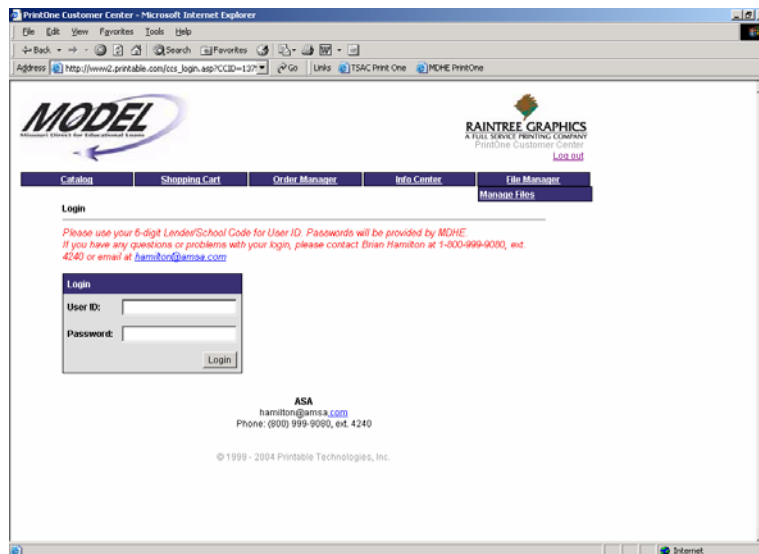
Welcome to the MDHE forms ordering website. The website is to be used by authorized Lenders and Schools to order forms for student loan programs.

The on-line ordering procedure is very simple and should only take a few minutes. You must have an authorized 6 digit Lender or School Code to begin ordering.

LOGGING IN

Please access through the MDHE page through the following URL:

<http://members.printable.com/raintreegraphics/asa>

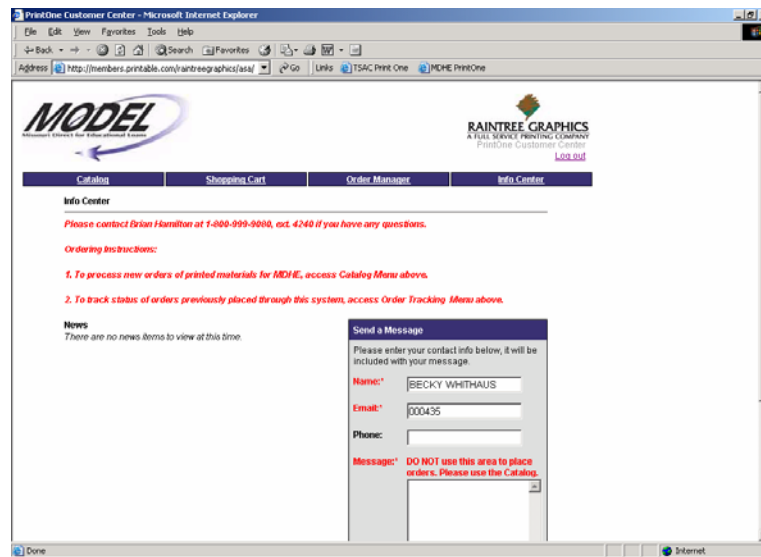


The User ID is your 6 digit **Lender** or **School Code**.
The Password is **MDHE**.

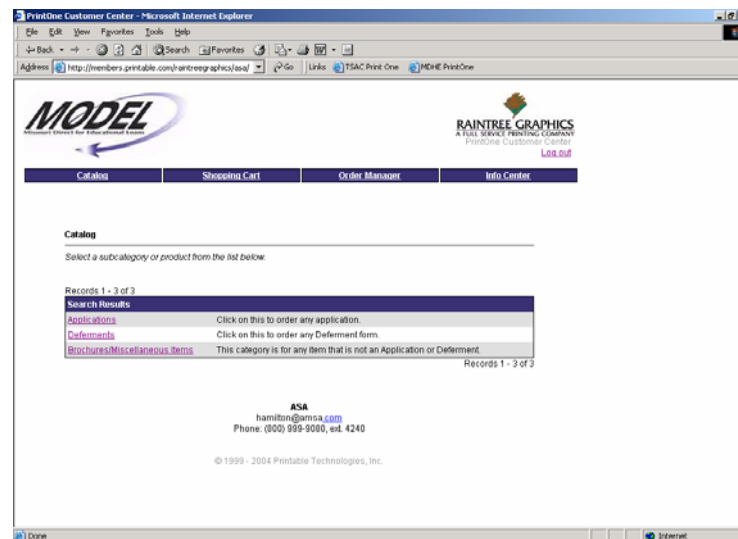
After entering this information please **click** on **Login**.

ORDERING ITEMS

The main page allows you to order forms and track orders. To order forms **click** on **Catalog**.

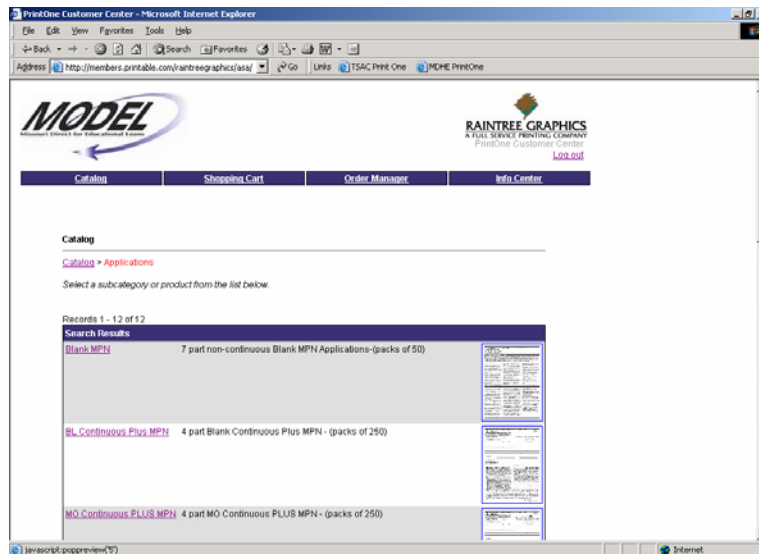


There are 3 categories that you may order from; **Applications**, **Deferments** and **Brochures/Miscellaneous Items**.

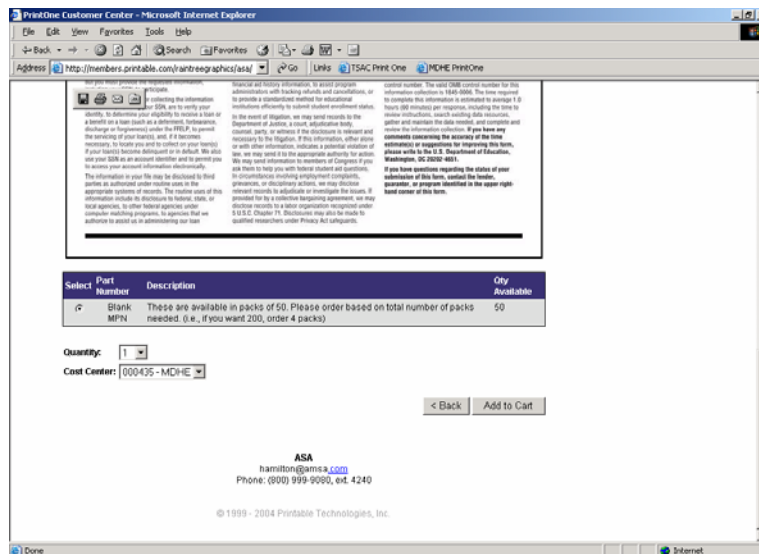


Please choose the category that you need and **click** on it.

Each item will have a description and image to reference. Click on the item that you wish to order.

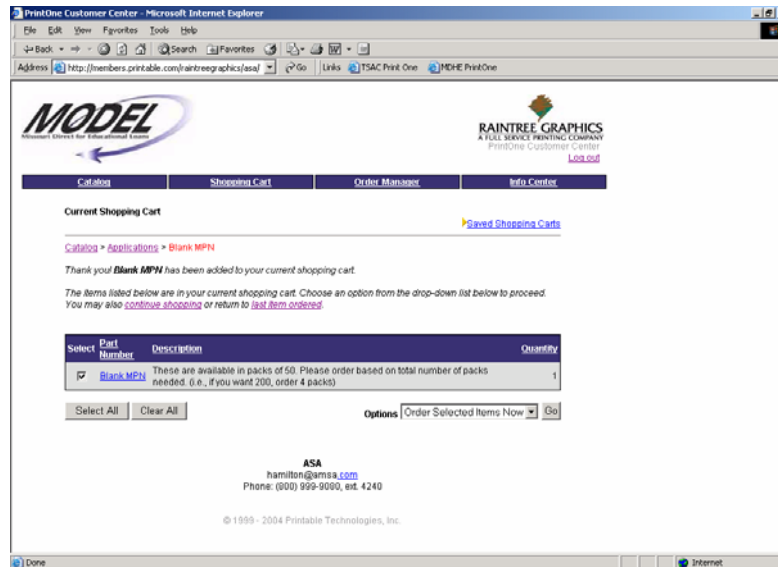


Please preview the image and then proceed to bottom of this page for ordering information. Each item can be ordered in Quantities of 1, 2, 5, 10 or 20 packs/cartons. Click Add to Cart button.

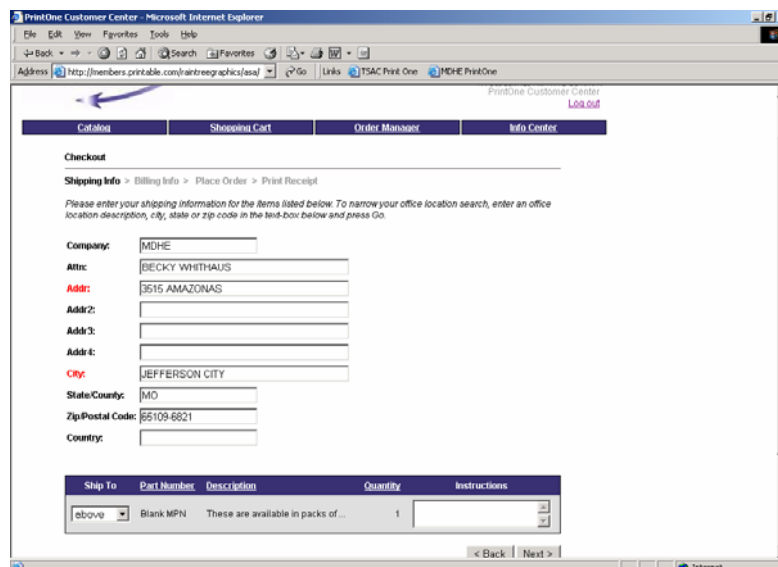


You may order additional items by clicking on Catalog at the top of this page. This will return you to the Catalog page for additional items.

Click the **Add to Cart** button for each item you wish to order. Once you have completed your ordering, you will be able to review your shopping cart. The **Options** button will allow you to **Order, Edit, Save or Delete** items in your cart. If you are happy with your selections, choose the **Order** prompt and **click Go**.



This window will allow you to confirm your shipping information. Corrections can be made on this window. If everything is agreeable, please **click Next**.



This window is the last chance to confirm ordering and shipping information. Please review carefully and then **click Finish**.

MODEL
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RAIN TREE GRAPHICS
A FULL SERVICE PRINTING COMPANY
PrintOne Customer Center

[Catalog](#) [Shopping Cart](#) [Order Manager](#) [Info Center](#)

Checkout

[Shipping Info](#) > [Billing Info](#) > [Place Order](#) > [Print Receipt](#)

Your order has not yet been submitted. Please review the ordering information below. If you need to modify any of the information, click on the appropriate link to do so. If all the information is correct click **Finish** below to complete the ordering process.

Ship to
MCHE
Abn DECKY WHITHAUS
3515 AMAZONAS
JEFFERSON CITY MO 65109-6821

Bill to
American Student Assistance
Abn Brian Hamilton
330 Stuart Street
Boston MA 02116-5292

| Estimated Ship Date | Part Number | Description | Quantity |
|---------------------|-------------|--|----------|
| 4/13/2004 | Blank MPN | These are available in packs of 50. Please order based on total number of packs needed. (i.e., if you want 200, order 4 packs) | 1 |

Please click only once to submit order **Finish** **Cancel**

ASA

The following page should be printed and saved for follow up.

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PrintOne Customer Center

[Catalog](#) [Shopping Cart](#) [Order Manager](#) [Info Center](#)

Checkout

[Shipping Info](#) > [Billing Info](#) > [Place Order](#) > [Print Receipt](#)

Thank you. Your order has been placed. You may print a copy of this receipt using the **Print** button below.

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DECKY WHITHAUS
MCHE
3515 AMAZONAS
JEFFERSON CITY MO 65109-6821

Bill to
Brian Hamilton
American Student Assistance
330 Stuart Street
Boston MA 02116-5292

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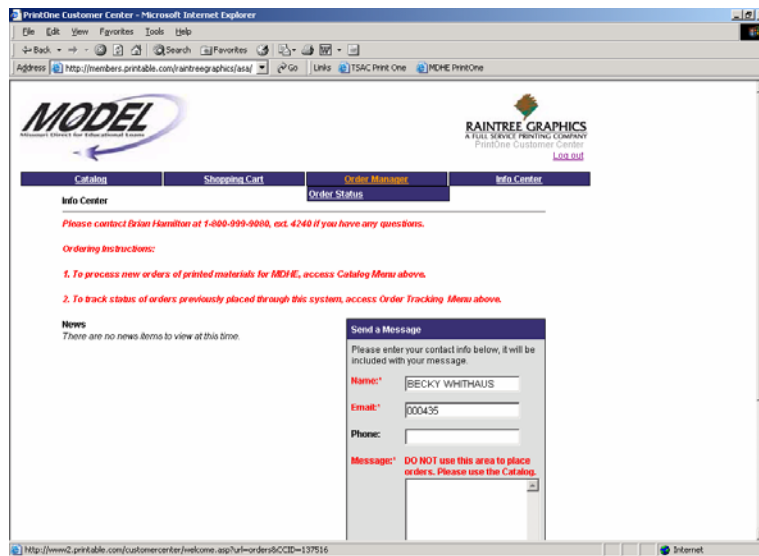
Print

ASA
hamilton@asa.com
Phone: (800) 999-9080, ext. 4240

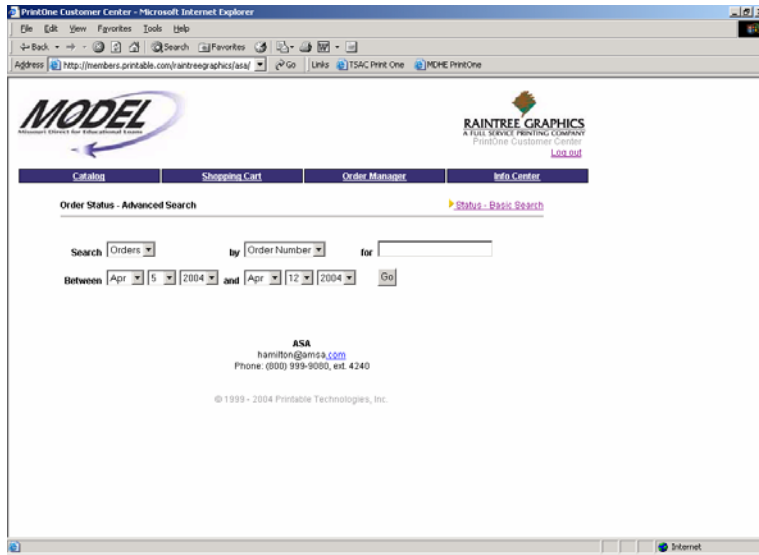
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Order tracking

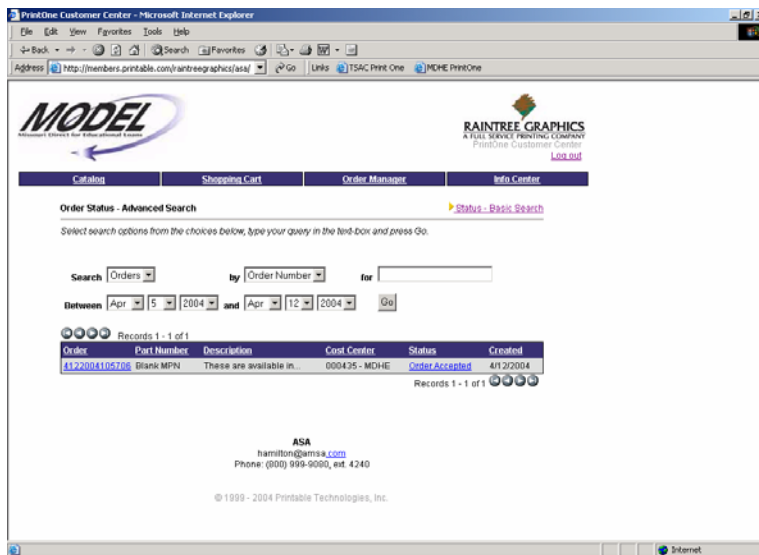
To track an order that was placed through this system, please log-on the system. The main menu bar has an **Order Tracking** button. Please **click Order Status**.



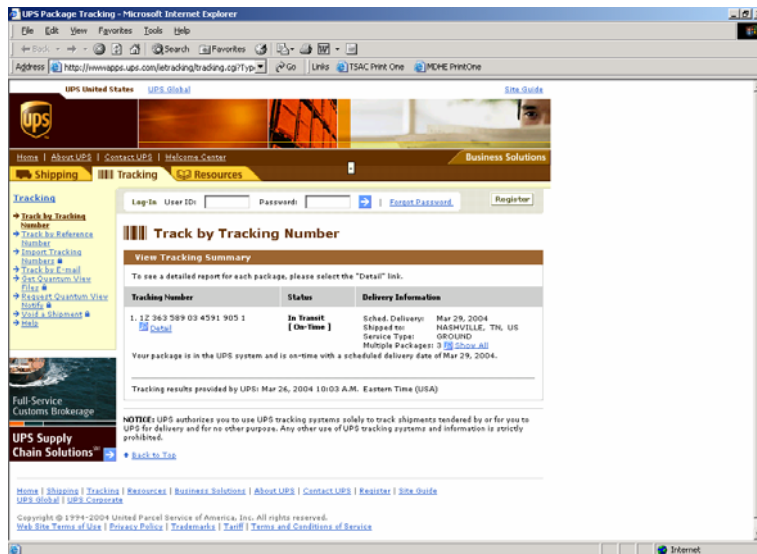
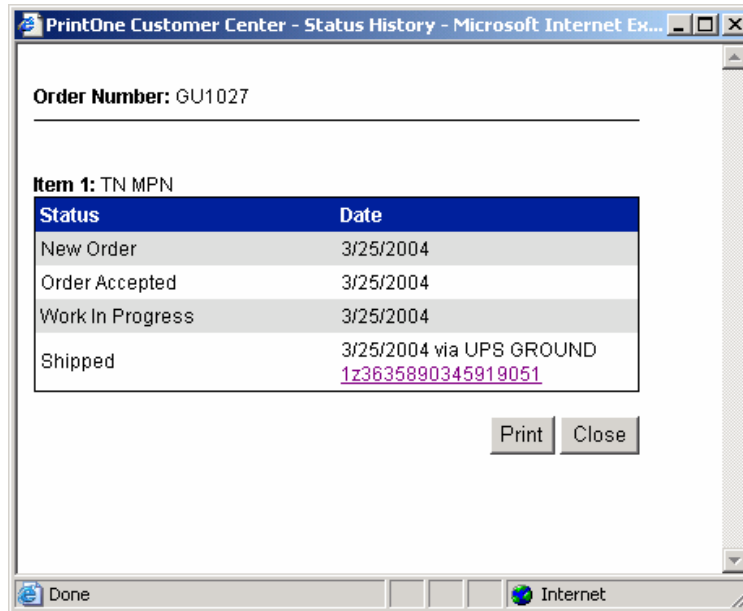
The **Order Status** window will allow you to track orders for your location. Please **click Go** to track all orders from your location. If you know the **Order Number** you may enter it in the required space and track that order only.



Once you locate the order that you wish to track the following screen will appear. The **Status** column will display **Order Accepted, In Progress or Shipped**. Please click **Shipped**.



The following window will give you the shipping information. Click on the UPS tracking # to link to the UPS web site for tracking information.



When you are finished with ordering or tracking on the system, select the **Log out** button on the upper right corner of the screen.